

CONFIDENTIAL

DCI/ICS-81-3308

Approved For Release 2005/01/10 : CIA-RDP83M00171R000100080011-7

23 November 1981

*Security Brief*

MEMORANDUM FOR: [redacted]  
Chief, Administration Division, OTE

FROM: [redacted]  
Chief, Administrative Staff, ICS

SUBJECT: Conference at [redacted] on  
14-15 December 1981

REFERENCE: Your Memorandum dated 6 November 1981, Same Subject

1. This is to confirm overnight reservations for 18 working group attendees and 6 additional conferees at the [redacted] on 14-15 December 1981 with billeting at the [redacted] facility.

2. The names of the 24 attendees and their mode of travel are provided in Attachments 1 and 2.

3. Additional information is provided below:

a. Component: DCI/ICS/OA&E

b. Conference Coordinator: [redacted]

c. Conference Contact Officer: [redacted]

d. Full Names of Attendees: See Attachment 1

e. Arrival/Departure Times [redacted] See Attachment 2

f. Mode of Travel: See Attachment 2

g. POV Information: See Attachment 2

h. Special Guests: [redacted] Director/OA&E

i. Special Requirements: Two (2) IBM Correcting Selectric II typewriters, one (1) viewgraph projector, one (1) xerox machine with the capability to make viewgraphs, clear transparencies, bond typing paper, typewriter ribbons, correction tape, legal-size note pads, pencils, pencil sharpener, mailing boxes, labels, legal envelopes.

j. ICS/OA&E Fan Account Number: [redacted]

k. Open bar provisions and coffee/doughnuts for each day are requested.

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1981

25X1

2. Room Assignments: Selected room assignments should be made in accordance with Attachment 1. Where no room assignments are indicated, these may be made at the discretion of [redacted]

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3. If you have any further questions, please call me.



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Attachments

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25X1

Distribution:

Orig-Addressee (C/AS/OTE)

1-C/AS [redacted]

1-AS/SO [redacted]

1-D/OA&E

1-Chairman/EEWG [redacted]

1-EO/OA&E

1-OA&E [redacted]

1-OA&E [redacted]

1-OA&E Subject

1-OA&E Chrono

1-ICS Registry

DCI/ICS/AS: [redacted] (-11/23/81)

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